



DISCUSSION GUIDE

MANAGING AND EVALUATING PROJECTS

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Civic Leadership

Lesson Description

Work plans, standard operating procedures and evaluation plans are all integral parts of project management. Together, these tools define who will do what by when to achieve a project's goals and how you will assess the project and its results. Learn more about these tools and how to create and use them.

Learning Objectives

1. Understand the components of project management and evaluation.
2. Become familiar with different “best practices” for project management and evaluation.
3. Learn the benefits and challenges of project management and evaluation.

Discussion Questions

1. What are the questions that a project manager should ask before starting a new project? Are there any other questions that you should ask? Why or why not?
2. How do clearly written work plans provide transparency and ensure accountability?
3. What skills do you have that would make you a good project manager? What skills do you need to develop?
4. Why is evaluation an important component of the project management process? How do you carry out and use evaluation at your NGO?

Developmental Actions

1. Develop or refine a work plan for a project you are currently managing. Discuss the plan with the group.
2. Think about your project team. Identify three steps you can take to help them to do their jobs better so the team can meet the project's goals.
3. Identify three steps you can take to strengthen evaluation at your NGO.

About the Video Presenter

Hilary Binder-Aviles is a leading American NGO development expert. She has 25 years of experience working with NGOs at all levels. She provides training and assistance in the areas of NGO startups, program/organizational planning and management, evaluation, governance, fundraising and advocacy. She previously worked for Mosaica: The Center for Nonprofit Development and Pluralism, and was co-founder and executive director of Sol & Soul, a grassroots NGO that used arts and culture as a tool for social change. Hilary has extensive experience working with citizens from around the world and has trained and facilitated planning for NGOs in Brunei, Egypt, Iraq, Singapore and Yemen. She holds a bachelor's degree in political science from Wellesley College and a master's in public policy from Harvard University's John F. Kennedy School of Government. Hilary is the lead author of *The NGO Handbook*, published by the U.S. Department of State's Bureau of International Information Programs.

